

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

2017 NOV -8 PM 12:31

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Global Women's Innovation Network (GlobalWIN)

Private Sponsor(s) (list all):

Travel date(s): Monday, October 9, 2017 - Wednesday, October 11, 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$425 RT Alaska Air Flight + \$375 Ground Bus Transportation = \$800	\$205/night x 2 nights = \$410	\$185	N/A

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): The events and meetings attended included tours of several facilities and women-owned businesses, where we saw the latest advancements in technology across numerous disciplines.

The trip also included speeches by women leaders in the tech industry where they discussed economic and societal trends across the United States with respect to the growing digital economy.

11/7/17
(Date)

Olivia Trusty
(Printed name of traveler)

Olivia Trusty
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11/8/17
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:
ETHIC SEP 8'17AM 9:51

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Olivia Trusty
Employing Office/Committee: U.S. Senator Roger Wicker (R-MS)
Private Sponsor(s) (list all): Global Women's Innovation Network
Travel date(s): Monday, Oct. 9, 2017 - Wednesday, Oct. 11, 2017
*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*
Destination(s): Seattle, Washington

Explain how this trip is specifically connected to the traveler's official or representational duties:

Olivia Trusty handles telecommunications and technology policy issues for Senator Wicker who is Chairman of the Senate Commerce Committee on Communications, Technology, Innovation, and the Internet. This trip will expose Olivia to several businesses developing innovative technologies entering the marketplace that are being adopted by consumers and changing the ways companies do business.

Name of accompanying family member (if any): N/A
Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/7/17 (Date) Olivia Trusty (Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Roger Wicker hereby authorize Olivia Trusty
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/7/17 (Date) Roger Wicker (Signature of Supervising Senator/Officer)

Trusty, Olivia (Commerce)

To: Trusty, Olivia (Commerce)
Subject: RE: INVITE: GlobalWIN Congressional Staff Trip to Seattle - October 9-11

From: Sarah Mamula [mailto:smamula@helenmilby.com]
Sent: Monday, June 12, 2017 12:20 PM
To: Trusty, Olivia (Commerce) <Olivia_Trusty@commerce.senate.gov>
Cc: Helen Milby <helen@helenmilby.com>
Subject: INVITE: GlobalWIN Congressional Staff Trip to Seattle - October 9-11

Olivia,

On behalf of the Global Women's Innovation Network ([GlobalWIN](#)), I would like to invite you to join us for a bipartisan delegation trip to **Seattle on October 9-11, 2017**. During our stay in Seattle, GlobalWIN will host many events on policies and issues related to telecommunications, the on-demand economy, trade and privacy.

Attached, you will find a formal invitation with additional information on our trip. As you will see, we plan to depart for Seattle the morning of **Monday, October 9 (Columbus Day)** and return to Washington D.C. the evening of **Wednesday, October 11**. With your background and experience, your perspective and participation in our discussions on these important topics would be greatly valued.

Please let me know at **your earliest convenience** if you are interested in joining us, so that we have sufficient time to submit the required materials to the Ethics Committee.

Let me know if you have any questions, and I hope you are able to join us!

Best,
Sarah

Sarah Mamula
GlobalWIN
233 Pennsylvania Avenue, SE
2nd Floor
Washington, DC 20003
O: 202.548.0021
M: 203.215.3545

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20535

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

GlobalWIN is organizing and financially supporting all aspects of this trip, including travel logistics,
meetings, and panel discussions.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

GlobalWIN is a bipartisan 501c3 organization that provides a forum for women who are passionate about innovation. Programming on this trip will combine all tiers of GlobalWIN programming by addressing policy issues, fostering bipartisanship, and bringing visibility to women in innovation-drive fields. (see attached.)

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

In June 2016, GlobalWIN hosted a Senate Staff Trip to NYC. GlobalWIN also has a record of successful Congressional Delegation trips with staff from the House including: Paris 2012, London 2013, Brussels 2014, Dublin 2015, NYC 2016 and London May 2017. (all in accordance with Ethics Committee rules)

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

GlobalWIN is a DC-based nonprofit organization that hosts 1-3 free events per month focused on career

development, networking, and policy discussions. The events range in scale from 20 attendees to 100+.

GlobalWIN features Members of Congress, policy advisors, industry experts and female leaders.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$425 RT Alaska Air Flight (coach class) + \$375 Ground Bus Transportation = \$800	\$205/night x 2 nights = \$410 (pre tax/fees)	M&IE = \$185* *At per diem rate. Includes \$55.50 for first and last day of travel + \$74	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B) GlobalWIN's Senate Staff Delegation Trip is planned specifically with regard to Congressional

participation in the form of Senate Staff from Republican and Democratic offices.

18. Reason for selecting the location of the event or trip

As a U.S. hub for tech, trade, and commerce, with direct flights available from Washington, DC, Seattle

was chosen as the location of this trip to discuss all things related to innovation and feature women leaders

19. Name and location of hotel or other lodging facility:

Thompson Seattle

110 Stewart Street, Seattle, WA 98101

20. Reason(s) for selecting hotel or other lodging facility:

The Thompson Seattle was chosen due to its availability, group rate, and proximity to event locations.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses for meals are equal to per diem rates. Lodging expenses slightly exceed the October 2017 per diem rate because the hotel contract was planned and signed in May 2017, prior to the posting of the October 2017 rate. The rate used does align with the October 2016 and September 2017 per diem rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

For efficiency and maximum time in Seattle for programming, the GlobalWIN Senate Staff Delegation
will take direct flights on Alaska Air in economy/coach class

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: _____

Name and Title: Helen Milby, Co-Founder & Executive Director

Name of Organization: Global Women's Innovation Network (GlobalWIN)

Address: 233 Pennsylvania Ave, SE 2nd Floor, Washington, DC 20003

Telephone Number: 202.548.0021

Fax Number:

E-mail Address: helen@helenmilby.com

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

Attachment

2. As a part of its annual programming, GlobalWIN will host an educational trip to Seattle, Washington October 9-11, 2017. GlobalWIN will be bringing 10 Senate Staff Members from Republican and Democratic Offices to Seattle, Washington on Monday October 9th for approximately two days of intensive programming on an array of issues including trade, telecommunications, innovation and female leadership. Our stay Seattle will combine all tiers of GlobalWIN programming and provide participants the rare opportunity to grow professionally, while connecting with experts and leaders outside of Washington, DC.

5. GlobalWIN Delegation Invitees (in no particular order):

1. Reema Dodin, Floor Director, Democratic Whip, Senator Richard Durbin
2. Victoria Flood, Legislative Assistant, Office of Senator Shelley Moore Capito
3. Meredith Good-Cohn, Health Research Assistant, HELP Committee
4. Narda Jones, Legislative Counsel, Office of Senator Maria Cantwell
5. Erika Moritsugu, General Counsel, Office of Senator Tammy Duckworth
6. Cherie Pascoe, Professional Staff, Commerce, Science and Transportation Committee
7. Sydney Paul, Legislative Counsel, Office of Senator Gary Peters
8. Stacy Rich, Staff Director, Office of Senator Patty Murray
9. Olivia Trusty, Professional Staff Member, Office of Senator Roger Wicker
10. Crystal Tully, Commerce Subcommittee on Communications, Technology, Innovation and the Internet
11. Beth Vrael, Senior Health Counsel, Office of Senator Ron Wyden
12. Elizabeth Falcone, Legislative Director, Office of Senator Mark Warner
13. Greta Peisch, International Trade Counsel, Senate Finance Committee
14. Jamie Susskind, Telecom Legislative Counsel, Office of Senator Deb Fischer
15. Natalie Rogers, Deputy Chief of Staff, Office of Senator Cory Gardner
16. Rita Lari, Judiciary Counsel, Office of Senator Chuck Grassley
17. Scarlet Doyle, Legislative Assistant, Office of Senator Dean Heller
18. Lauren Reamy, Legislative director, Office of Senator Marco Rubio
19. Maria Price, Counsel, Office of Senator Kirsten Gillibrand
20. Jennifer MacLellan, Deputy Chief of Staff, Office of Senator Jeanne Shaheen
21. Emily Spain, Legislative Director, Office of Senator Tom Carper
22. Lara Muldoon, Senior Economic Advisor, Office of Senator Amy Klobuchar
23. Brooke Ericson, Deputy Chief Counsel for Homeland Security, Senate Committee on Homeland Security and Governmental Affairs
24. Susie Quinn, Chief of Staff, Office of Senator Bill Nelson
25. Simone Hall, Legislative Assistant, Senate Committee on Commerce, Science, & Transportation
26. Manisha Singh, Chief Counsel & Senior Policy Advisor, Office of Senator Dan Sullivan
27. Anna Yu, Legislative Assistant, Office of Senator Richard Blumenthal
28. Laura Hatafsky, Legislative Director, Office of Senator Catherine Cortez Masto
29. Susan Wheeler, Chief of Staff, Office of Senator Mike Crapo
30. Lakecia Foster, Economic Policy Advisor, Office of Senator Richard Durbin
31. Anne Knapke, Legislative Director, Office of Senator Amy Klobuchar
32. Katie Jackson, Counsel, Senate Privacy, Technology & Law Subcommittee
33. Robyn Engibous, Deputy Chief of Staff, Office of Senator Dan Sullivan
34. Kathleen Stoughton, Counsel, Senate Committee on the Judiciary

12. GlobalWIN is organizing and financially supporting all aspects of this trip, including all travel logistics, meetings, speakers, and panel discussions throughout the hours of official programming. GlobalWIN is the sole organizing and financial sponsor of this trip, and will be covering all costs incurred by our delegation of Senate staffers.

13. Co-chaired by Congresswoman Martha Roby (R-AL) and Congresswoman Debbie Wasserman-Schultz (D-FL), GlobalWIN is a bipartisan 501(c)(3) organization that provides a dynamic forum for women who are passionate about innovation. We have built and continue to expand this powerful network of executives and thought leaders in academia, government, and business, who



Itinerary*

* Schedule subject to change

100-443887-100

5:30 PM—7:30 PM **Role of Women & Innovation in Craft Brewing ft. Heather McClung, President of Washington Brewers Guild***

Schooner EXACT Brewing Company 3901 1st Ave S, Seattle, WA

**In accordance with Committee regulations, no alcohol will be provided to Senate participants during this event*

In 2014, a Stanford University study found that out of 1,700 active breweries surveyed, only 4% had a female head brewer or brewmaster. However, women have long held influential roles in all aspects of beer making. They were the principal brewers for centuries and, were responsible for introducing hops to the malty brew. Today, with the Northwest craft beer renaissance, more and more women are taking the lead at local breweries as brewers, bottlers, sales people and owners. Through this event, we will highlight women's historic role in beer and discuss how women are shaping today's craft beer resurgence. For example, Seattle's Stoup Brewing co-owner, Robyn Schumacher, is an owner, brewer, taproom manager and, since passing the test in 2012, a certified cicerone — the first-ever female cicerone in Washington state. Here, we will feature Heather McClung, Owner/Manager of Schooner EXACT Brewing Company. Ms. McClung was previously President of the Washington Brewers Guild, where she represented the brewing communities, educating policy makers and fellow brewers on important industry issues.

15 minute DRIVE

8:00 PM **Return to Thompson Seattle Overnight**
Thompson Seattle, 110 Stewart St, Seattle, WA

Wednesday, October 11

8:00 AM—9:00 AM **Breakfast at Hotel & Check-Out**
Thompson Seattle, 110 Stewart St, Seattle, WA

15-25 minute DRIVE

9:30 AM—11:00 AM **Innovation, Sustainability, and the Global Coffee Industry**
Starbucks Corporate Office, 2401 Utah Ave S, Seattle, WA

The coffee sector is continually innovating. Recent innovations across the industry include new roasting and brewing techniques that led to cold brew and single serve coffees. Additionally, companies have increased consumer engagement through creative retail shops offering everything from hands-on technology to fully compostable cups. Innovation in coffee also includes researchers developing new varieties and improved practices, as well as small-scale farmers adopting those varieties and experimenting with new techniques on their farms. During this event, GlobalWIN and our official delegation will meet with Starbucks to learn more details about how the company has maintained its competitive advantage through innovation.

30-40 minute DRIVE

11:45 AM **Arrive at Tacoma Intl Airport**

1:35 PM **Depart on Alaska Airlines Flight 2**

9:41 PM EST **Arrive in Washington, DC**
DCA Ronald Reagan Washington National Airport

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